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Memorandum

TO : Chief, Plans and Policy Staff

FROM : Acting Chief, Language and Area School

SUBJECT: Annual Report to the President's Foreign
Intelligence Advisory Board

DATE: 15 July 1964

The following information on significant developments in the Language and Area School is submitted for inclusion in subject report (paragraph headings refer to those in the Reporting Outline):

C. Training of Intelligence Personnel.

1. In Fiscal Year 1964 the Language and Area School trained in all of its language programs 925 students, a decrease of 155 compared with Fiscal Year 1963. Training was conducted in 27 languages in 50 full-time and 160 part-time classes, including 52 before-and after-duty hours. The decreases were in the Voluntary Program with a drop of 56 students, and in tutorials with a drop of approximately 100. Much of this drop can be accounted for by the uncertain budgetary situation which existed with respect to these two programs during a substantial portion of the year, which resulted in decreased requirements. Regular classes continued at the same level as in

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Fiscal Year 1963. Numbers of students in full-time training increased, as did the number of full-time classes.

2. The Area Training Staff conducts two- to four-day briefings--Americans Abroad Orientations--for personnel and adult dependents who are assigned to a given foreign area for the first time. These briefings are designed to acquaint the student with the principal physical characteristics of the area and to provide him guidelines for hastening his personal adjustment to the problems of living and working there. Briefing or training for this purpose is most meaningful if it is focussed on the individual country of assignment, despite the administrative complications of running country courses. CIA is one of only two Government agencies attempting to offer country courses.

3. In Fiscal Year 1964, 202 such briefings were given to [] persons outbound to about [] countries. This performance represented little change from levels reached in the prior fiscal year, when 213 briefings were given to []

4. In addition to these briefings, a 40-hour China Familiarization Course is presented to overseas assignees and headquarters personnel. In collaboration

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with the Language Training Staff, students are acquainted with the pronunciation of Chinese names; the Wade-Giles system of transliteration; use of a character dictionary and use of this system to find simple characters in the Telecode; the major economic and geographic features of China; selected personalities of the Chinese Communist Party and the Kuomintang; and the organization and dynamics of the Chinese Communist Party. In three runnings of this course 41 students were trained.

M. Deficiencies.

1. Lack of coordinated planning in assignment of personnel to language training continues to demand ad hoc solutions to crash requirements. Special effort has been given to lowering the number of tutorials at the expense of cutting the number of students per class and increasing the number of classes in our regular instructional program. Approval is being sought at the present time for overall policy on language training for Agency personnel, including coordination of requirements. The heavy drop-out rate in before- and after-duty hours training appears to be the result of additional overtime requirements made on personnel by their offices.

2. About 20% of departees for whom the Americans

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Abroad Orientations are intended failed to attend them, according to a careful check made of persons who exited in December and January. Administrative measures to tighten up attendance are being pursued at the instigation of the Deputy Director for Support.

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